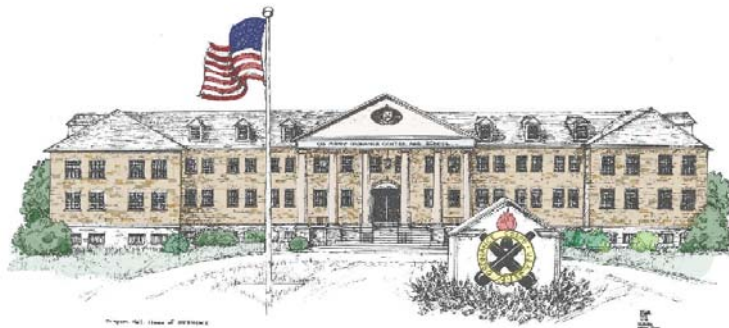


361ST TRAINING SQUADRON

ABERDEEN PROVING GROUND MARYLAND



WELCOME PACKAGE



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR TDY STUDENTS

FROM: DET 1, 361 TRS/CC
PO Box 687, Bldg 4403 Springfield St
Aberdeen Proving Ground MD 21005

SUBJECT: Welcome to Det 1

I would like to welcome you to Detachment 1 of the 361st Training Squadron. If this is your first time to APG, you will find it to be full of challenges and rewards. For those who are here for one of our advanced courses, "welcome back." Depending on when you were here last, you may see some changes since your last stay. Det 1 and AETC leadership, as well as leaders in the Army Ordnance Center, continue to look for ways to improve and enhance the training experience here at APG. Additionally, there are some new policies and procedures that have been implemented that you need to know about.

The packet of information included with this letter contains a lot of information that will help you get settled in. Take the time to read through it and be familiar with the contents. We have added several new pieces of information based on the feedback and experiences of your predecessors. *At any time during your stay*, should you have an issue that we can help resolve, come up to the detachment (building 4403) and report it as soon as possible to the Commander's Support Staff. We will give it our immediate attention. The packet includes POCs and phone numbers should you need assistance after normal duty hours. At the end of the course, give us the good news and the not-so-good news about your experience here on the end-of-course critique. Be as specific as possible.

The Det 1 instructors and staff and I are dedicated to assisting you in whatever way we can to help you successfully complete your training and to do so in an environment that promotes professionalism and produces technically proficient airmen, NCOs, and DOD civilian employees.

//signed//
STEVEN W. PRATT, Maj, USAF
Commander



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR ALL TDY PERSONNEL

FROM: Det 1, 361st TRS

SUBJECT: In-processing of TDY Personnel

1. In processing will be done at the school, bldg 5014 for 7 level classes and bldg 3074 for CNC and Heat Treatment, at 0600 hrs on the first day of school. Auto Body in-processing will be done at bldg 5014 rm C4 at 0730 on the first day of school. Out-processing will be done as follows; one day before graduation, visit the detachment CSS (orderly room) and acquire the forms and follow verbal instructions to out process.
2. The Detachment dayroom in building 4403 may be used for group study, but this must be coordinated with the MTL. Additionally, you may use the "DSN" line to make official or morale calls after duty hours or on weekends, but this must also be coordinated with the MTL. **Alcohol is not permitted in the Detachment or any of the dormitories.**
3. Aircraft Metals and associated courses are taught in one of two buildings. Bldg. 3074 (machinist side) or bldg. 5014 (welding side). Heat Treatment and CNC are generally taught in 3074, while the 7-level course is conducted in 5014. The Vehicle Body Repair course is taught in bldg. 5014 (Cohen Hall).
4. School hours for Aircraft Metals Technology and associated courses are 0600-1500 day shift and night shift from 1600 –0100. Vehicle Body repair hours are 0815- 1730 with lunch from 1215-1330. School hours are subject to change depending on mission requirements.
5. The use of tobacco products has also been greatly restricted. Smoking is not permitted in any government building and/or facility.
6. Association with Pipeline or Non Prior Service (NPS) students outside the academic environment is **strictly prohibited**. *Exceptions: Group Study (Basic Course), Detachment sponsored activities, or an "Emergency".*
7. Squadron hats may not be worn while TDY to APG. The "woodlawn" (or BDU) hat is the only authorized headgear.
8. Weapons of any type **ARE NOT PERMITTED** while TDY here to APG.

9. Traffic tickets issued on Post are the jurisdiction of the Federal Magistrate., you will be required to; (1) mail in the assessed fine, or (2) appear in Federal Court. A Federal Magistrates Court is located on Post.
10. Troop formations have the “**right-of-way**” while in your traffic lane; **DO NOT PASS** them. When approaching a formation head-on, pass **ONLY WHEN SAFE OR INSTRUCTED TO DO SO**, then at no more than **10 mph**. Also, between the hours of 0545 - 0630hrs. Monday through Friday, Susquehanna Avenue and Boothby Hill Road are closed to traffic for formation runs.
11. A weekly “Safety Briefing” will be conducted. After school on Friday (or last duty day of the week), **all TDY personnel will stop in at the detachment to read and sign the Weekly Safety Briefing.**
12. If you are planning a weekend trip and traveling via an airline, inform the First Sergeant as soon as possible.
13. The Air National Guard and Air Force Reserve liaisons are stationed at Sheppard AFB, TX.
The Air Guard Liaison is SMSgt Dye DSN: 736-6812
The Reserve Liaison is CMSgt Guthrie DSN: 736-6707
14. Computers are available for use at the Education Center, Building 3145, in the back of the building and upstairs. The hours of operation are 0800-2100, Mon-Thu, and alternating Fridays from 0800-1630. The library has a limited number of computers available on the weekends. If you have transportation, the Harford County Public Library also has computers. See attachment for further information regarding computer use.
15. Any questions can be directed to the First Sergeant or the Commander’s Support Staff.

//signed//
STEVEN W. PRATT, Maj, USAF
Commander

TDY INFORMATION

1. **Weekly safety briefing**

You must read and sign a weekly safety briefing every Friday. The briefing is located in the detachment in the CSS and is posted by noon.

2. **Chain of Command**

- a. Instructor
- b. Instructor Supervisor
- c. Course Superintendent
- d. First Sergeant
- e. Commander

3. **Sick / Dental Call**

- a. Medical: M – F 0600 – 0730 You must notify the schoolhouse as soon as possible
- b. Dental: M – F 0730 – 0900 You must notify the schoolhouse as soon as possible

MAIL SERVICE

- A. You may go to the Post Office and rent a box for approx. \$33. The Post Office is located in Bldg 2201, near the Swan Creek Inn.
- B. You may have your mail delivered to the local motel that you are staying at.

IN CASE OF EMERGENCY

Charge of Quarters

On Post 3-8568/0290 COMM (401)-278-8568/0290

Commander Support Staff: DSN 298-8565

		Duty Phone	Cell Phone
Major Steve W. Pratt	Commander	410 278-2379	410-652-2511
MSgt Victor Delarosa	First Sergeant	410-278-6541	410-652-6155

Always try to resolve problems at the lowest level possible.

NOTE: You may receive fax or phone messages at the following numbers:

Phone messages commercial # 410-278-8568/0290 or DSN 298-85680290

Fax messages: commercial # 410-278-8571 or DSN 298-8571



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

**MEMORANDUM FOR TDY STUDENTS ATTENDING AETC COURSES AT
ABERDEEN PROVING GROUND, MD**

FROM: DET 1, 361 TRS/CC

SUBJECT: Missed Meals For TDY Students Attending Aircraft Metals Technology Courses

1. Effective 8 Apr 02, course J3ABP2A731 002 (Aircraft Metals Technology Apprentice) commenced operating on a two-shift training schedule. The day shift runs from 0600 – 1500 while the night shift runs from 1530 – 0030. As a result, other advanced Metals Technology courses (J3ACP2A771 000/Aircraft Metals Technology Craftsman, J3AZP2A751 000/Computer Numerical Control and Computer Aided Manufacturing, and J3AZP2A751 002/Heat Treatment) operate on the same day shift schedule. A consequence of this schedule is that TDY students do not have access to the post dining facilities for breakfast during the week. Additionally, the APG dining facilities serve brunch on Sundays from 0900 – 1200, but they do not serve breakfast.
2. Normally, TDY students are housed in APG billeting (Swan Creek Inn), although sometimes no rooms are available and students are billeted in off-post commercial motels. As mentioned above, breakfast is not available to TDY students Sunday through Friday and, therefore, the proportional rate should apply for this meal on these days. All other meals are available in the post dining facilities.
3. This information should be used for calculating travel voucher reimbursements. For any questions, you may contact this unit at DSN 298-8565.
4. This letter supercedes all previous letters regarding this matter.

//signed//

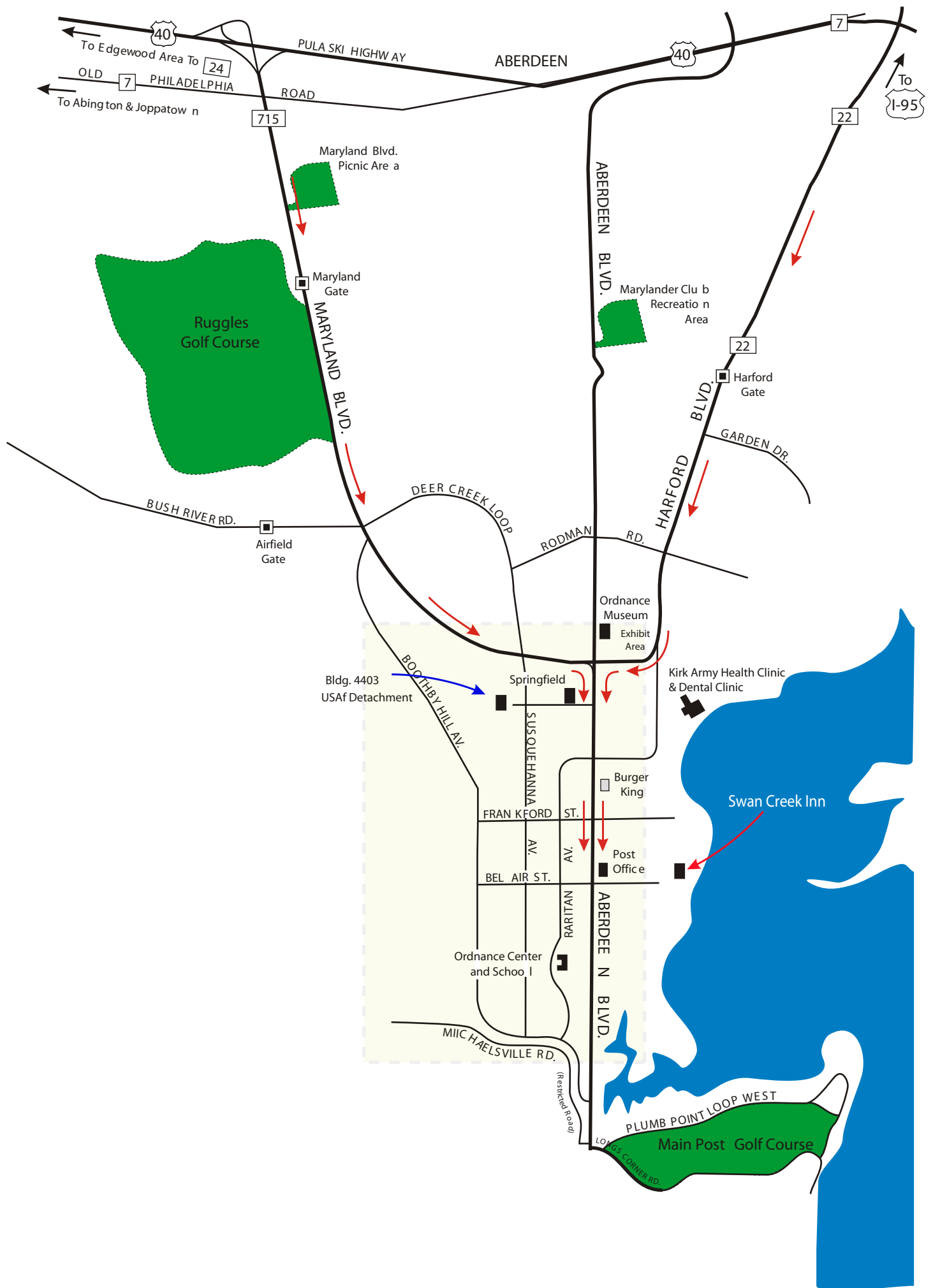
STEVEN W. PRATT, Maj, USAF
Commander

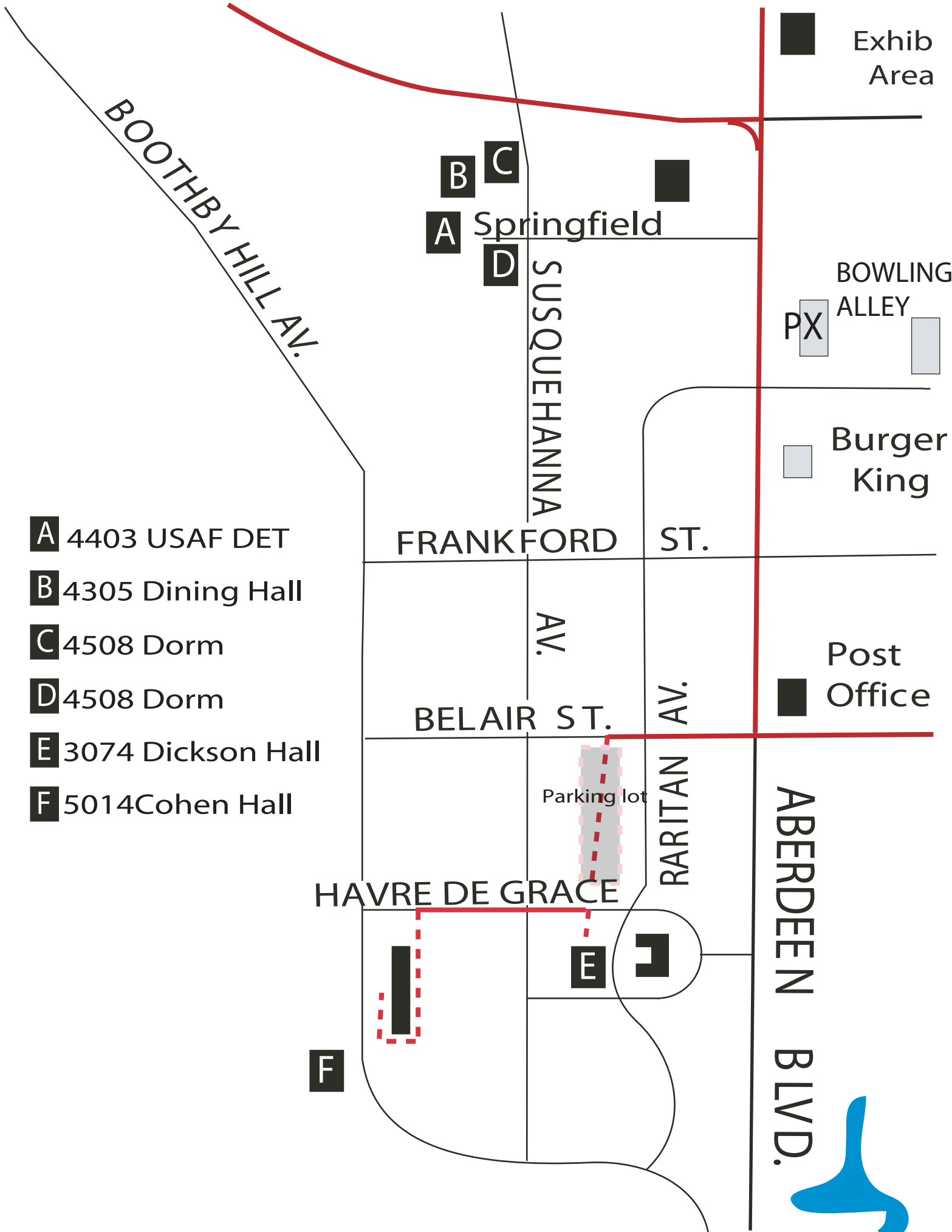
Driving route to schools

Driving through Ordnance Circle is now restricted in the morning and therefore is no longer a valid route of travel to Dickson and Cohen Halls for day shift personnel. The following is the route to be followed in lieu of Ordnance Circle to get to Dickson Hall and Cohen Hall from 0530 to 0630. The routes below will minimize interference with morning PT formations and other runners.

Dickson Hall (bldg 3074): Coming from billeting or off-post motels, turn right off of Aberdeen Blvd (main street that passes the PX complex) onto Bel Air St. Bel Air is the street that passes by the Post Office. Continue on Bel Air to the stop sign at Raritan. The soldiers posted at the intersection of Bel Air and Raritan will allow you to cross Raritan, so proceed through this intersection. As you continue on Bel Air, Fanshaw Field will be on your right and a parking lot on the left. Turn left into the parking lot and travel to the end where it accesses Havre de Grace St. Proceed directly across Havre de Grace and go between Dickson Hall and Bldg 3070 to get to the parking lot on the east side of Dickson Hall. Park near the access doors marked for Air Force use.

Cohen Hall (bldg 5014): Follow the above directions into the parking lot on Bel Air. Turn right onto Havre de Grace from the parking lot and proceed down Havre de Grace. Cross Susquehanna and then turn left *behind* the warehouse buildings just prior to the stop sign at Boothby Hill Road. Drive to the end of these buildings and around to the front and park across from Cohen Hall. You should avoid accessing Boothby Hill Road.





Exhib Area

BOOTHBY HILL AV.

A B C
Springfield
D

BOWLING ALLEY
PX

Burger King

- A 4403 USAF DET
- B 4305 Dining Hall
- C 4508 Dorm
- D 4508 Dorm
- E 3074 Dickson Hall
- F 5014Cohen Hall

FRANKFORD ST.

AV.

BELAIR ST.

RARITAN AV.

Post Office

Parking lot

HAVRE DE GRACE

ABERDEEN BLVD.



HOURS OF OPERATION :							
LOCATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1. AUTO CRAFT CENTER	9A-5P	CLOSED	CLOSED	11A-730P	11A-730P	11A-730P	9A-5P
2. BARBER SHOP	10A-5P	10A-5P	10A-5P	10A-5P	10A-5P	10A-5P	10A-5P
3. BOWLING ALLEY	12P-7P	11A-6P	11A-6P	11A-10P	11A-10P	11A-12A	1P-12A
4. BURGER KING	1030A-6P	6A-8P	6A-8P	6A-8P	6A-8P	6A-8P	7A-8P
5. CLEANERS	11A-4P	9A-7P	9A-7P	9A-7P	9A-7P	9A-7P	9A-5P
6. CLOTHING SALES	11A-4P	9A-6P	9A-6P	9A-6P	9A-6P	9A-6P	10A-3P
8. COMMISSARY	11A-4P	CLOSED	9A-7P	10A-7P	10A-7P	10A-7P	9A-6P
9. DONNA'S PIT BEEF	CLOSED	6A-3P	6A-3P	6A-3P	6A-3P	6A-3P	CLOSED
10. GATES							
HIGHWAY 40 (715) GATE	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS	24 HRS
RT 22 GATE	CLOSED	INCOMING 4AM, IN/OUT 10A - 8P MONDAY THRU FRIDAY					CLOSED
11. GYM	10A - 6P	5A-10P	5A-10P	5A-10P	5A-10P	5A-10P	10A-6P
12. KIRK DENTAL	CLOSED	7A-430P	7A-430P	7A-430P	7A-430P	7A-330P	CLOSED
13. KIRK MEDICAL	CLOSED	8A-6P	8A-6P	8A-6P	8A-6P	8A-6P	9A-5P
14. LIBRARY	1P-5P	1130A-630P	CLOSED	1130A-630P	CLOSED	1130A-630P	1P-5P
15. MELVINS AUTO	CLOSED	730A-530P	730A-530P	730A-530P	730A-530P	730A-530P	8A-1P
16. POST OFFICE	CLOSED	830A-5P	830A-5P	830A-5P	830A-5P	830A-5P	10A-2P
17. PX	10A - 6P	9A - 9P	9A-9P	9A-9P	9A-9P	9A-9P	9A-9P
18. REC CENTER	12P-6P	10A-930P	10A-930P	10A-930P	10A-930P	10A-930P	12A-12P
19. SHOPETTE	8A-10P	6A-11P	6A-11P	6A-11P	6A-11P	6A-11P	7A-10P
20. THEATER	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	7P ONLY	7P & 9P
21. CHAPEL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MASS	845A	1145A		1145A			5P
COMM SC			1145A		1145A	1145A	
PROTESTANT	1015A						
SUDAY SCHOOL	9A						
GOSPEL SERVICE	1230						
GOSPEL BIBLE STUDY	1130A						
JEWISH LUNCHEON					1200P		
OTHER RELIGIONS CONTACT CHURCH							
22. CHOW HALL	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BLDG 4503, MAIN							
BREAKFAST		630A-8A	630A-8A	630A-8A	630A-8A	630A-8A	7A-830A
LUNCH	9A-12P	1130A-1P	1130A-1P	1130A-1P	1130A-1P	1130A-1P	12P-130P
DINNER	4P-530P	530P-7P	530P-7P	530P-7P	530P-7P	530P-7P	4P-530P
BLDG 4219							
BREAKFAST		630A-8A	630A-8A	630A-8A	630A-8A	630A-8A	7A-830A
LUNCH	9A-12P	1130A-1P	1130A-1P	1130A-1P	1130A-1P	1130A-1P	12P-130P
DINNER	4P-530P	530P-7P	530P-7P	530P-7P	530P-7P	530P-7P	4P-530P